

[Your Name]  
[Your Title]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Member's Name]  
[Member's Address]  
[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Suspension Notice

I hope this message finds you well.

I am writing to inform you that, as of [Effective Date], your membership with [Your Organization] has been suspended due to [reason for suspension, e.g., violation of terms, failure to comply with regulations, etc.]. This decision is in accordance with our policies, which are designed to ensure a positive experience for all members.

During the suspension period, you will not have access to [list any restricted services or benefits, such as facilities, events, etc.]. We encourage you to address the issues that have led to this decision. If you believe this suspension has been applied in error or wish to discuss this matter further, please do not hesitate to reach out to me directly at [your contact information].

We appreciate your understanding in this matter and hope to resolve it promptly.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]